Key Partners

A Deeper Dive into the District Re-Entry Plan
Health and Safety of Students, Staff, and Families

“Re-opening schools will require temporary sacrifices of some of the events, traditions, and ways of being that we have often taken for granted.”

~ Ryan Stewart, Ed.L.D., Secretary of New Mexico Public Education Department

Albuquerque Public Schools (APS) understands the important role that our community partners play in supporting our students, families and staff and remain committed to supporting mutually beneficial partnerships. The health and safety of students and staff are always the priority of the district.
Partnership Services
Approved for Access to School Campus

Critical Partnership Services
- Community Mental Health Providers that are under contract with APS
- School-Based Health Centers
- Out-of-School Time /School-Aged Childcare Programs
- Early Childhood Programs

Critical Partners may be allowed (depending on space) to have in-person contact with students at the school site.

Essential Partnership Services
- Basic Needs to include distribution of food, clothing and school supplies

Essential Partners may be allowed on campus (but not in the school) for “grab and go” distribution of resources only.
Partnership Services with Limited or No Access to School Campus

Other Partnerships

- Any other partnership not meeting the definition of Critical or Essential
  - Volunteers
  - Families
  - Visitors

Other partnerships will have no or limited access to the school campus / buildings.

Campus access will be by appointment only.

Mass Gatherings

- Any public gathering, private gathering, organized event, ceremony, or other grouping that brings together five (5) or more individuals in a single room or connected space, confined outdoor space or an open outdoor space

Mass gatherings with outside entities are not allowable on the school campus
Important Practices to Implement

All Partners Must

- Meet APS policy and procedural directives as well as the guidance and expectations noted in the individual sections of the full Key Partners Re-Entry Plan.

- Obtain or have a current APS background check clearance.
  - Process starts virtually
  - Contact: michele.apodaca@aps.edu
Important Practices to Implement

**Partners on School Campuses Must**

- Follow the current COVID-Safe Practices, current Public Health Orders, and State Public Education Department (PED) requirements.

- Wear Face coverings at all times when on school sites except while eating, drinking and exercising (with limited exceptions for those who have medical reasons for not being able to wear a mask or face shield).

- Review the Entering APS Facilities COVID-19 Questionnaire each day prior to being at APS facilities.
  - If a partner exhibits symptoms, they should not go onto an APS campus. They should contact their Point of Contact in the school to inform them they cannot be on campus. Services will be rescheduled or done virtually, if appropriate.

- Have an approved APS Facilities Usage Agreement for each location they will provide services for the current school year.

- Clean and disinfect areas used before and after services.
Virtual Services

Without Contact with Students

Organizations can pre-record whole child enrichment activities and academic lessons.

- Partners must have learning videos or materials reviewed and approved by the related district department prior to distribution.
  - Once approved, they can be developed and then made available to all APS students.

Please contact the appropriate department prior to development.

Partners must utilize safe virtual program practices, including:

- 2 adults at all times with students.
- parental permission for the program.
- not publicly sharing students' names.
- being careful of how information is shared with students.
- always using school-related email addresses.
- understanding the Children’s Online Privacy Protection Rule (COPPA).
- follow district guidelines when choosing online platforms and tools for students.

- It is encouraged that programs utilize Google meets (or classroom) only.
- Log-in information for each session shall be emailed to the school OST Coordinator 24 hours prior to the session.
- All sessions must be recorded, archived, and made available to All student participants will use the chat box to “sign-in”
Unsure or Need Help Regarding Partnerships?

Contact:

Kristine Meurer, Ph.D.
Executive Director of the Student, Family, and Community Supports Division
kristine.meurer@aps.edu
Critical Partners

Community Mental Health Providers, School-Based Health Centers and Other Health Partners

- Mental Health Providers - Contracts with District and is coordinated with Health and Wellness Teams
- Students may self Refer to SBHC
- SBHC may remain open during full distance learning – work with your provider.
## Critical Partners:

**Out of School Time (OST) / School Aged Child Care Programs**

<table>
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<tr>
<th>Before and After School Programs</th>
<th>Comprehensive Full-Day Programs</th>
<th>Clubs</th>
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<tbody>
<tr>
<td>Services that support student school attendance, provide homework supports and an array of other recreation and/or academic enrichment activities, and assist families with childcare needs, through in-person programs held before and or after school.</td>
<td>Services that support student distance learning, provide an array of other recreation and/or academic enrichment activities, and assist families with childcare needs, through in-person programs held before, after, and/or throughout the school or workday.</td>
<td>Services that have a single focused topic area (e.g. chess, art, etc.) and /or are held for short amounts of time (one and a half hours or less) for a small number of students (25 or less) through single in-person and/or virtual sessions that are not held daily.</td>
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<tr>
<td>Before and after school programs can be held on APS school campuses. They shall only be made available for those students scheduled for and attending school in-person each day.</td>
<td>Until the district returns to full capacity (with no precautions) or is utilizing the Learn At Home model, these programs will NOT be allowed on school campuses</td>
<td>Clubs can be held on school campuses during before and after school time periods for those students scheduled for and attending school in-person. Clubs can be held virtually, but not during student’s scheduled time for in-person instruction.</td>
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**Critical Partners:**

**Out of School Time (OST) / School Aged Child Care Programs**

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<th>District Full Capacity Model</th>
<th>Hybrid</th>
<th>Virtual / Learn At Home</th>
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<td>Before and After School Programs and Clubs (in-person and virtual)</td>
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<td>Clubs and Comprehensive Full Day Programs (UPON APS LEADERSHIP APPROVAL ONLY)</td>
</tr>
</tbody>
</table>

**Priority for services:**
- Students of Essential Workers
- McKinney Vento eligible students (by staff referral)
- Students who need before and after school programs in order to facilitate attendance and learning.

**Priority for services:**
- Students of Essential Workers
- McKinney Vento eligible students (by staff referral)
- Students of families who need programs in order to facilitate school attendance and learning.
- Students of teachers / staff.

**Priority for services:**
- Students of Essential Workers
- McKinney Vento eligible students (by staff referral)
- Students of families who need programs in order to facilitate learning (by staff referral).
- Those who need childcare when not participating in in-person instruction.
- Students of teachers/staff.
Critical Partners:

Out of School Time (OST) / School Aged Child Care Programs

Schools should utilize School Messenger, their school website, and other mechanisms to ensure that all students and families are made aware of the programs/ clubs.

**Before and After School Programs (Not Including Clubs)**

- Programs must utilize an extended learning model.
- ALL services will include academic support on each student's assigned course work as well as other academic enrichment activities.

**OST Clubs**

- In - person clubs held in any APS facility will only be conducted by:
  - APS staff from the same school in which the staff person works during the school day.
  - Staff from community partner organizations who are already providing before and after school programs at the same school.
Critical Partners:
Out of School Time (OST) / School Aged Child Care Programs

Providers must:

- Agree to operate according to all APS guidance as well as the Health and Safety Guidance for New Mexico Child Care Centers and Early Childhood Professionals
- Program enrollment will not exceed the total approved number of students based on staff to student ratio and space available.
- Request information from families, screen registration forms, and make reasonable accommodations for students with special needs.
- Ensure that children of essential workers employed as well as APS teachers/staff, will have first opportunity to register for programs.
- Clean furniture and equipment as they use it.
- Randomly COVID19 test their staff.
- Conduct drop off outside
- Conduct a variety of health precautions (social distancing, mask wearing, daily pre-screening, etc.
- Utilize district protocols if notified about a staff member or participant has COVID19
Critical Partners:

Out of School Time (OST) / School Aged Child Care Programs

Virtual Programs

Programs / Clubs that are virtual and there IS NOT contact with students.

- Organizations pre-record OST recreation and/or enrichment activities. The videos are reviewed by APS staff and are then made available to all APS students. Collaboration with the district OST Coordinator to support dissemination.

Programs / Clubs that are virtual and there IS contact with students.

- An APS staff person must run or monitor virtual programs/clubs.
- APS salaried personnel shall only participate outside of their duty day.
- Students may not be left alone in a session.
- Programs should follow safe virtual program practice (see plan for details)
- Log-in information for each session shall be emailed to the school OST Coordinator at outofschooltime@aps.edu no later than 24 hours prior to the session.
- All sessions must be recorded, archived, and made available for review and utilization.

Schools can direct questions and garner support regarding OST programs to outofschooltime@aps.edu.
All Programs Must:

- Abide by the expectations outlined in their APS Joint Usage Agreements
- Meet the State Early Childhood Education and Care Department’s guidelines and expectations.
- Operate according to all APS guidance as well as the Health and Safety Guidance for New Mexico Child Care Centers and Early Childhood Professionals
- Each Provider will develop a COVID-19 Safety Planning Protocol and provide a copy to the APS principal, which will include: entry, prevention, physical distancing, and suspected/confirmed COVID19 plans.
- Only essential paid staff of the organization, licensing agency, and State designated teams shall have access to and work in the programs. No internships, apprenticeships, practicums, or volunteers are allowed.

Schools can direct questions and garner support regarding Early Childhood programs to Mary Ellen Farrelly at Farrelly@aps.edu.
Other Partnerships: Volunteering

Until the district returns to full capacity and with absolutely no precautions, volunteers will not be allowed in APS school buildings.

Exceptions: Volunteers can assist with basic needs and educational materials “grab and go” distribution or campus clean-up projects.

- This must occur during times when students are NOT on campus for core instruction.
- Schools must strategically limit the total number of volunteers and staff on campus.
- No more that 10 volunteers and staff can be utilized for a session.
  - For campus clean-up projects, volunteers must spread out and be in groups of no larger than five members.
Tutoring is a teaching relationship between tutor (non-parental adult) and an APS student that is solely academic based to improve the student’s academic status to achieve success in various topics within K-12 general public education.

Until the APS returns to full capacity and with no precautions, partnership program tutoring with students will only be allowed virtually.
Other Partnerships:

Tutoring

- Tutors must have constant supervision by an APS employee.
  - Sessions may be recorded, and an announcement made to participants at the beginning stating so. Links to recordings shall be archived by the APS employee in the session.

- Tutors working in APS or with students (in-person or virtually) as part of a referral from APS must hold a current APS fingerprint background clearance.

- Tutoring should align with the school's goals and overall educational support strategy.
  - Tutors who will interact with students in a virtual setting can only conduct sessions by phone or virtual meeting and must follow district guidelines.

- All tutoring programs must include:
  - A written agreement with APS to conduct the tutoring program with APS students.
  - A signed confidentiality agreement for each tutor.
  - Limits of no more than 5 students per tutor.
  - Registration and parental permission processes.
Great for test prep, students in need of extra support, distance learning support

**Ideas to support virtual tutoring:**

- Utilize EAs to monitor small group virtual sessions run by volunteers
- Use google docs, etc. to support real time conversations and demonstrations
- Orient all tutors to safety expectations and best practices (e.g. pre-assessment, active learning through guided inquiry and coaching, getting the student to explain their thinking and process, instructional explanation that is aligned with classroom practices, etc.)
- Align tutoring with classroom expectations and practices
  - Provide resources and on-line tools/videos/sites
Community Supported Food Distribution is providing resources to students and families in order to facilitate them having reliable access to a sufficient quantity of nutritious food.

There are extensive health and safety protocols, and that apply to this section and all grab and go distribution of any kind.

Schools can direct questions and garner support regarding Community Supported Food Distribution to Lindsay Wilwol at lindsay.wilwol@aps.edu.
**Obtaining Food**

- Wherever possible, food will be delivered to the school in pre-packed, ready for distribution bags/boxes and to be distributed right away and without the food entering the building.
  - If food donations are stored inside the school, they should be stored for at least 24 hours prior to distribution (without being touched).

**Sorting and Packaging Food**

- If food is not able to be delivered to the school pre-packed for immediate distribution, sorting and packing should:
  - Be conducted with the least number of staff/volunteers possible
    - Schools using volunteers must only sort and pack during times when students are not present on campus.
  - All extra health precautions, including social distancing, will be in place.
Essential Partnerships:

Community Supported Food Distribution

**Grab and Go Distribution**

- Must occur outside of school building. Pick-up and drop-off should occur in drive through spaces.
- At no time will families enter the building. Families should be directed to leave the campus upon receiving their food/items.
  - Clear signage should support smooth operations, distancing of cars and walk-up families, and other instructions to families.
- Staff must clean and disinfect tables/furniture (if used) thoroughly during and after distribution.
- Distribution must be during separate times and/or locations from any other activity occurring on the campus.

**Drive Through Distribution**

- Staff / volunteers can either place items in car trunks or hand them to the driver or passenger.

**Walk Through Distribution**

- Spaces that support social distancing will be clearly designated.

- The number of staff / volunteers helping with food distribution shall be kept to the minimum number for efficient operations with social distancing.
Student Take Home Distribution

- If students are on school campuses, the POC can coordinate to distribute food (or other educational or support resources) directly to the student in order for them to take it home.
  - Only one time use bags / boxes may be utilized.
  - Distribution must be supervised and coordinated by APS employees.
  - Volunteers can NOT be in the proximity of students or in school facilities when students are present.
  - Volunteers can “stage” boxes/bags in classrooms (or other locations) as long as it is done when no students are on campus.
Essential / Other Partnerships:

Other Basic Needs, and Family Services

School Supplies, Clothing / Shoes / Household Supplies (non-grocery)
- Donors will collaborate with key staff to coordinate drop-off procedures that involve health precautions (PPE, social distancing, etc.) and wherever possible no-touch transfer processes.
- If donations will be stored inside the school, they should be stored for at least 24 hours prior to distribution (without being touched) and/or individually wiped down with disinfectant before being distributed to families.
- See Community Driven Food Distribution section for details.

Utilities Supports / Legal Aid / Housing Assistance / Other Referrals and Information
- Schools should establish processes for gathering information from all families regarding needs to reduce barriers to learning. Assigned staff will provide families with information about services and programs.

Family Learning Partnership Services
- Adult education / family learning services conducted in partnership with APS will be conducted virtually
Questions and Concerns?

Contact Information:
Dr. Kristine M. Meurer
kristine.meurer@aps.edu

Daphne Strader
strader@aps.edu